



MEMORANDUM OF POLICY

Building Codes

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DATE: July 29, 2013

APPROVED: July 29, 2013

SUBJECT: Building Final Procedure

Building Final Inspections *will not be performed* until ALL of the referral departments (i.e., Zoning, Engineering, Fire District, Environmental Health, Water, Sanitation and Historic Preservation) involved in the permit review and issuance have inspected and approved specific permit conditions. It will be the contractor or owner's responsibility to contact the referral departments to arrange the final inspections for permit conditions.

This procedure complies with the **2009 IRC, Section R109.1.6** and the **2009 IBC, Section 110.3.10**;

"Final Inspections. Final inspection shall be made after the permitted work is complete and prior to occupancy."

This policy is necessary to avoid misunderstandings about the Final Building Inspection approval and use of the building or space allowed by the Certificate of Occupancy. This policy will also expedite issuance of Certificates of Occupancy and Letters of Completion for complying projects. Code strictly prohibits occupancy of any building or structure prior to the issuance of a Certificate of Occupancy.

*SECTION R110 - 2009 IRC
CERTIFICATE OF OCCUPANCY*

R110.1 Use and occupancy.

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid.

Exceptions:

1. *Certificates of occupancy are not required for work exempt from permits under Section R105.2.*
2. *~~Accessory buildings or structures.~~ (Exception #2: Deleted)*

*SECTION 111 - 2009 IBC
CERTIFICATE OF OCCUPANCY*

111.1 Use and occupancy.

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made, until the building official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.

Exception: Certificates of occupancy are not required for work exempt from permits under Section 105.2.

The policy requires verification of a completed approval from the referral agencies before a final inspection is performed. The Certificate of Occupancy is a legal document that must be issued and in place in a reasonable amount of time after the final inspection and prior to occupancy; therefore, referral agency issues cannot delay the issuance of the Certificate of Occupancy. The referrals' vested interest and right to refuse approval must delay the final inspection and that right will be supported and enforced by the Building Department.